



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 19, 2003

TO: Agency Directors

FROM: Marty Brown 
Director

SUBJECT: 2003-05 OPERATING AND CAPITAL ALLOTMENT INSTRUCTIONS
<http://www.ofm.wa.gov/budget/instructions/allotment.htm>

The 2003-05 operating and capital budget allotment instructions are now available. The instructions have been reorganized and include many more reference links in the on-line version; I hope you will find them easier to use. These instructions also include guidance on the new allotment amendment flexibility provided by the passage of SHB 2196.

Initial allotments for the 2003-05 biennium are due to the Office of Financial Management (OFM) July 29, August 4 or August 11 (as specified in Appendix A of the instructions). Agencies are required by law to submit allotments to OFM no later than 45 days after the start of the biennium.

I encourage all agencies to move forward in developing initial allotment plans as OFM appropriation schedules become available. The Governor signed the 2003-05 Transportation budget today and we expect to have a preliminary appropriation schedule mailed to agencies within the next week. Appropriation schedules for the operating and capital budgets will be developed when those budgets are approved by the Legislature and signed by the Governor.

Additional copies of the allotment instructions can be requested by calling OFM Budget Division at (360) 902-0560.

Attachment

cc: Agency Budget Officers